

STATINTL

TO :

FROM : CIA Records Administration Officer

SUBJECT: Annual Report of Records Holdings and Equipment Inventory

1. This is a reminder of the need for a report of your records holdings and amount of records destroyed during the past fiscal year. In addition, an inventory of filing equipment is requested.
2. The statistical data will enable us to measure the effectiveness of the Records Management Program in the Agency and will provide the basic information for my report to the National Archives and Records Services, GSA.
3. Your findings may be recorded below and transmitted to my office by 16 August 1963. If you have any difficulty in meeting this deadline, please call me.

STATINTL

<u>RECORDS</u>	
<u>49</u>	cu. ft. of records on hand 1 July 1962
<u>48.5</u>	cu. ft. of records on hand 30 June 1963
<u>10</u>	cu. ft. destroyed during FY 1963. (Do not include those destroyed by the Records Center.)

<u>EQUIPMENT</u>	
<u>Type</u>	<u>Number</u>
Safes	
4-drawer	14
5-drawer	None
2-drawer	1
Cabinets	
5-drawer	1
4-drawer	
card sizes (3x5, 5x8, IBM, etc.)	
Map cases	
Other (exclude shelf filing)	

25 YEAR RE-REVIEW

STATINTL

Area Records Officer

Audit

RECORDS

63 cu. ft. of records
on hand 1 July 1962

68 cu. ft. of records
on hand 30 June 1963

3 cu. ft. destroyed during
FY 1963. (Do not include
those destroyed by the
Records Center.)

EQUIPMENT

Type Number

Safes
4-drawer 6
5-drawer
2-drawer 18

Cabinets
5-drawer
4-drawer
card sizes
(3x5, 5x8,
IBM, etc.)

Map cases

Other (exclude shelf filing) STATINTL

Area Records Officer

19 July 1963